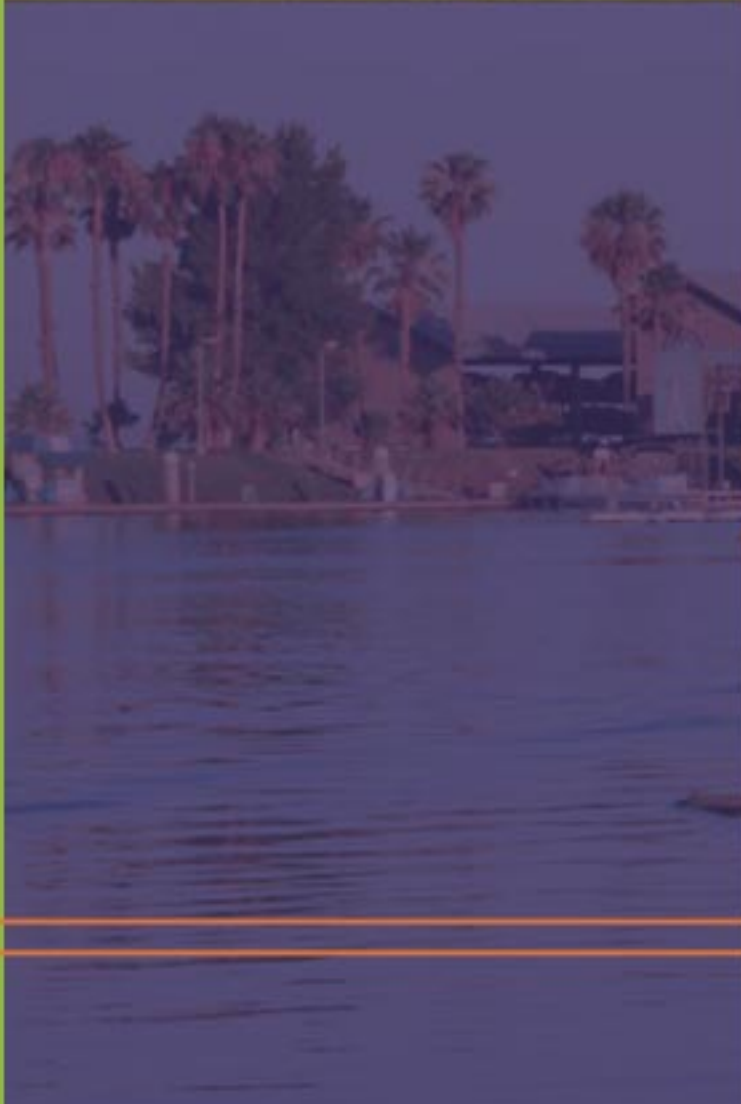




**Discovery Bay
Community Services
District
General Manager**





THE COMMUNITY

Located just off Highway 4, on the Sacramento/San Joaquin Delta and connected to over one-thousand miles of waterway as well as the San Francisco Bay, Discovery Bay was established in the 1970's as a mostly weekend and summer recreational boating community. Today, this burgeoning unincorporated community of 15,000 has evolved into one of Contra Costa County's most sought after places to live boasting small town charm, big city conveniences, and an easy commute to employment centers in the Bay Area, Pleasanton and Livermore.

Discovery Bay offers three public and one private K-6 school with one middle school located in nearby Byron. High school students attend Liberty High School in Brentwood. In addition to the myriad of water sports available, fishing, waterskiing, wakeboarding and the like, other amenities include a full-service marine and yacht harbor with launching and storage facilities, four public parks, and a world class private golf course. Housing options include two new master planned communities, which are currently under development, and gated and non-gated 'off-water' communities in addition to the communities' signature waterfront homes.

THE DISTRICT

Formed in 1997, the Discovery Bay Community Services District (District) provides water, wastewater, recreation, and lighting and landscaping services. The District is supported by a dedicated full-time staff of 7 and an annual budget of about \$6 million. The District is an independent, special district governed by an elected five-member Board of Directors who also act as an Advisory Committee to the Contra Costa County Board of Supervisors on matters ranging from General Plan, Public Safety and sphere of influence issues to community development and any other areas that are not "Latent Powers" to the

District, etc. The General Manager plays a key role in this relationship acting as a liaison between the County and the District's Board of Directors.

The District's primary functions include:

Water – The District's water is supplied from four groundwater wells that are treated at two plants constructed in 2003 for \$7 million. Currently, a majority of all Discovery Bay residential property owners pay for their water and sewer usage on their property tax bill based on a flat rate according to their parcel size. Most commercial establishments and a third of residential owners are on water meters. The District's deadline for converting all residential properties to water metering and appropriate per usage billing is 2024.

Wastewater – In 2004, the District completed construction of a state of the art wastewater treatment, solar sludge drying facility. The majority of the water and wastewater infrastructure is three to 15 years of age. The District outsources the operation and maintenance of their water and wastewater facilities to Veolia Water.

Recreation – As a condition of development of Discovery Bay and Discovery Bay West, Contra Costa County and a development company have an agreement to provide the Town of Discovery Bay CSD a plot of land and half of the development costs of a Community Center building. The funds for the building do not have to be provided until the District has secured its half of the funding. The Board of Directors and Community Center Committee are continuing negotiations with several developers to locate an appropriate building site and secure additional funding.

Lighting and Landscaping – The District has four public parks and many acres of "common landscape areas" within five assessment districts, which are maintained under a multi-year landscape maintenance contract with two private vendors.





CURRENT ISSUES & PRIORITIES

The new General Manager will be joining a fiscally-sound District with a recently completed infrastructure. Priorities will include addressing the wastewater quality issues faced by most communities in California, but per the District's recently renewed NPDES permit, most specifically the reduction of salinity and participation in the Central Valley Salinity Coalition; construction of the new Community Center; the continuing conversion to water meters, and; building relationships within the community, region and state.

The Board of Directors is also currently soliciting the public's input on their proposed Mission Statement.

Vision

- Full service and sustainable community
- Grow in harmony with the environment and the Delta
- Provide the highest quality of life now and for future generations

Mission

- Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community

Goals

- Responsible management of public funds
- Balance economic prosperity and the preservation of our neighborhoods and natural resources
- Timely communication between government and citizens
- Continually improve the quality of our services
- Stewards of the environment
- Pride in community assets
- Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community
- Recognize pioneers of the community

Values

- Innovation
- Accountability
- Respect
- Integrity

THE POSITION

The General Manager is expected to plan, organize, coordinate and supervise all District functions and activities. The General Manager receives policy direction from the Board of Directors and works closely with them on a variety of issues.

THE IDEAL CANDIDATE

The ideal candidate will join a fiscally sound District ready to build on its successes since its establishment in 1997. They will bring a desire to become a visible and collaborative member of the community in addition to providing strong leadership for the District. The diverse nature of the District provides great opportunities for those who enjoy multi-tasking and being hands-on. The ability to communicate effectively and work collaboratively with the Board of Directors, regionally and statewide, coupled with a professional demeanor and a proven track record of sound fiscal, technical and personnel management will be expected. A progressively responsible management background and a Bachelor's degree is required. A Master's degree is desirable. Commensurate experience will be considered in lieu of education.

Desired Competencies/Characteristics:

- Background in municipal government with the know how to take District to the 'next level'
- Experience with the Regional Water Quality Control Board
- Familiarity with CEQA
- Ability to appropriately budget for and grow operations
- Ability to make well-thought out, 'bullet-proof' recommendations
- Committed to staff development/training and retention





- Good listener; respects and fosters employee input
- Independent manager; delegates effectively without micro-managing
- Analytical/critical thinker
- Sense of humor
- Thorough understanding of GM vs. Board roles
- Apolitical but astute
- Proactive
- Open and transparent communication style
- Tactful, 'bridge builder', able to collaborate and forge relationships regionally, statewide, and with public and media
- Dedicated to community
- Knowledge of construction management
- Attention to detail
- Broad range of skills – human resources, finance, technical
- A 'rainmaker' – willing to think creatively/innovatively regarding revenues, resources and grants
- Big picture thinker; visionary



COMPENSATION

The salary range and benefits package for this position are open and negotiable.

APPLICATION AND SELECTION PROCESS

The filing deadline is **Monday, October 12, 2009**. Please submit a resume, cover letter, five work-related references and current salary to:



Pam Derby
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
Phone: (916) 263-1401
Fax: (916) 561-7205
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS Executive Search will report the results to the District. The District will then select candidates to be invited to participate in interviews in Discovery Bay. An offer of appointment is expected following comprehensive reference and background checks.



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